



SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO
Mendocino County Courthouse
Human Resources
100 North State Street, Room 303
Ukiah, CA 95482
(707) 463-4285 FAX (707) 468-3459
Job Line: (707) 467-2544
Website: www.mendocino.courts.ca.gov

PLEASE NOTE:

- A separate application is required for each examination.
- Complete all items on both sides of the application.
- Type or print in ink when you mail or drop off your application.
- Incomplete/illegible/photocopied applications will not be considered.
- Fill in this application on your computer, then print, fax or E-mail this PDF document.

It is your responsibility to keep the Superior Court of California, County of Mendocino, informed of any change of address or telephone number.

EMPLOYMENT APPLICATION

General Information

Position Applying For: _____

Your Name: _____
Last First Middle

Mailing Address: _____
Number and Street/PO Box City and State Zip

Your Social Security Number _____
(In accordance with the Federal Privacy Act of 1974 disclosure of your Social Security Number is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are maintained.)

Telephone Number: Home_() Business () Ext _____

E-Mail: _____

May we contact you at your business number ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Can you, after employment, submit proof of your legal right to work in the United States? ☐ Yes ☐ No

Are you 18 years of age or over? ☐ Yes ☐ No

Veterans check here if you're applying for Veteran's Preference Points: ☐ Attach copy of Form DD214 to application.

Veteran's preference points are given to eligible veterans on certain recruitments. Refer to the recruitment announcement to see if veteran's preference points are applicable to the specific recruitment.

Have you ever been convicted of a felony by any court? ☐ Yes ☐ No If "YES" give date and nature of the offense below. (Convictions are evaluated for each position and are not necessarily disqualifying).

Do you have a valid California driver's license? ☐ Yes ☐ No Class _____ Number _____

What language(s) other than English, do you speak fluently? _____

Read or Write fluently? _____

Indicate where you will initially accept employment: ☐ Ukiah ☐ Willits ☐ Fort Bragg ☐ Other _____

Important: Employment with the Court may require transfer to other than original area. In accepting employment with the Court, you are consenting to such transfer.

Indicate types of appointment(s) you will accept: ☐ Full time regular position (40 hours per week) ☐ Part time regular position (fewer than 40 hours per week, benefits provided are prorated to hours worked) ☐ Extra Help (Hourly, On-call, Fill In, non-benefitted)

Have you ever been discharged or rejected during probation, or resigned under pressure or unfavorable circumstances "If yes, explain on additional sheet. [] Yes [] No

TURN PAGE TO CONTINUE COMPLETING APPLICATION

FOR COURT HUMAN RESOURCES USE ONLY

Date Reviewed	Reviewer	<input type="checkbox"/> Rejected <input type="checkbox"/> Accepted	Education	Experience	Certification	License
Vets Points	Type Speed	Trans Speed	Mail Date	Too Late	Bilingual	Other

EDUCATION: Did you graduate from high school? ☐ Yes ☐ No **If "NO" did you receive a G.E.D.** ☐ Yes ☐ No
 If No, X the highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

Undergraduate, Business or Trade School	Major _____	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree _____ Year _____ Conferred _____
	Major _____	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree _____ Year _____ Conferred _____
	Major _____	Semester Units Completed _____	Quarter Units Completed _____	Type of Degree _____ Year _____ Conferred _____

EXPERIENCE: Please give us enough information to allow for review and evaluation of your work experience. List the positions you have held starting with your most recent job. Include any relevant volunteer experience. If you were employed under another name, write in the name by which you were known to your employer. A resume may be attached but will not be accepted in place of this section. **Applications received that do not have the Experience section completed will be rejected as incomplete.**

Dates of Employment To Mo Yr Mo Yr	Employed By: _____	Address _____	City _____	State _____	Zip _____
Hours Per Week	Title of Your Position _____	No. Employees Supervised By You _____	Supervisor's Name and Phone No. _____		
Salary \$	Type of Work Performed (Be Specific) _____				
Reason for leaving	_____				

Dates of Employment To Mo Yr Mo Yr	Employed By: _____	Address _____	City _____	State _____	Zip _____
Hours Per Week	Title of Your Position _____	No. Employees Supervised By You _____	Supervisor's Name and Phone No. _____		
Salary \$	Type of Work Performed (Be Specific) _____				
Reason for leaving	_____				

Dates of Employment To Mo Yr Mo Yr	Employed By: _____	Address _____	City _____	State _____	Zip _____
Hours Per Week	Title of Your Position _____	No. Employees Supervised By You _____	Supervisor's Name and Phone No. _____		
Salary \$	Type of Work Performed (Be Specific) _____				
Reason for leaving	_____				

REFERENCES: Give names and addresses of three people, not relatives, that we may contact who have knowledge of your job skills experience and ability. You may use past employers.

Name	Address	Telephone #	Business/Occupation
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Applicant Certification: PLEASE READ BEFORE SIGNING: I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of facts may be grounds to deny Court employment or for disciplinary action including dismissal after employment.

X _____
 Signature Date



MISCELLANEOUS INFORMATION

Fidelity Bonds

Have you ever been bonded? ☐ Yes ☐ No Give dates and details: _____

Have you ever been denied a bond? ☐ Yes ☐ No Give dates and details: _____

Are you presently bondable: ☐ Yes ☐ No ☐ I don't know

Do you have the legal right to work in the United States? ☐ Yes ☐ No

The Superior Court of California, Mendocino County, hires only U.S. citizens and aliens authorized to work in the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.

Are you able to perform the essential functions of the job for which you are applying based on the job announcement with or without reasonable accommodations?

☐ Yes ☐ No

The Superior Court of California, Mendocino County, will make efforts to provide reasonable accommodations to disabled candidates in the examination process. If you have special needs, please notify staff at the Superior Court of California Human Resources Office by the filing date by calling 707-463-6815.

Have you ever applied for this position before? ☐ Yes ☐ No

Have you ever been employed by the Superior Court of Mendocino County? ☐ Yes ☐ No.

Do you have any relatives employed by the Superior Court of Mendocino County? ☐ Yes ☐ No.

If yes, indicate names/relationship: _____

RECRUITMENT INFORMATION

Position Applied For: _____

Please complete the following:

I first learned of the job opening through (check one):

☐ Court Employment Opportunities list, job announcement

☐ Newspaper ad

☐ Trade or professional publication _____

☐ School placement office

☐ Organization or group _____

☐ Other

☐ Friend or relative

IMPORTANT NOTICE TO APPLICANTS:

GO BACK AND REVIEW THIS APPLICATION. MAKE SURE ALL QUESTIONS ARE ANSWERED. ONLY COMPLETED APPLICATIONS CAN BE CONSIDERED.

CERTIFICATION: I hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement may result in my disqualification from the examination process or dismissal from employment with the Superior Court of California, Mendocino County, if I am employed.

I authorize the Superior Court of California, Mendocino County, to investigate my references, work record, education or any other matters relating to my suitability for employment. I authorize my former or current employers and educational institution to release any information they may have concerning my employment or education, to the Superior Court of California, Mendocino County. I specifically authorize the Superior Court of California, Mendocino County, to use my Driver's License information (if required as part of this application) to conduct a driving record check with the Department of Motor Vehicles. I further give the Superior Court of California, Mendocino County, the right to secure additional information from any source as necessary including, but not limited to, a criminal history record check. I release any and all sources of information from any liability for providing this information.

I understand that if I am employed, I will be required to abide by all rules, regulations, and policies of the Superior Court of California, Mendocino County. I also understand that I will be required to abide by all the tenets of the Code of Ethics for the Court Employees of California.

I declare, under penalty of perjury, that all information is correct.

Signature of Applicant
(Sign in Ink)

Date



Superior Court of California
County of Mendocino

An Equal Opportunity Employer

To help us carry out our EEO obligations, please indicate if any of the following definitions apply to you.

☐ Vietnam Era Veteran. A person who (1) served on active duty for a period of more than 180 days any part of which occurred between 8/5/64 and 5/7/65, and discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty for service connected disability if any part of such active duty was performed between 8/5/64 and 5/7/75.

☐ Disabled Veteran. A person entitled to disability compensation under law as administered by the Veteran's Administration for disability rated at 30 percent or more or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

☐ Person With A Disability. A person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having an impairment. We wish to accommodate otherwise qualified handicapped applicants.

What is the nature of your disability? ☐ Visual ☐ Hearing ☐ Speech ☐ Physical ☐ Development disability

If you require special testing arrangements because of a physical disability please contact the Superior Court Human Resources Department prior to the test date so we can accommodate you.

Will you require such accommodation? ☐ Yes ☐ No

Please help us comply with the state and federal law by completing this section. While you are not required to complete this section, you should know that if you leave it blank we have the right to enter data for this purpose based upon our visual assessment. To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information about applicants and employees to the California and United States governments. This information will be kept separate and confidential and will not be used in any unlawful way to make any employment decision.

Your date of Birth ____/____/____
Mo Day Yr

Please answer below based upon how you are known in your community. We understand that it may be difficult to choose a single ethnic identity if you have a multicultural heritage. Nevertheless to comply with legal guidelines we would like you to choose only one.

Check appropriate box : ☐ Male ☐ Female

☐ White (not Hispanic Origin): All persons not classified into one of the five specific ethnic minority categories that follow.

☐ Black (not Hispanic Origin) All persons having origin in any of the black racial groups

☐ Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ Asian or Pacific Islanders other than Filipinos. All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. For example, include China, Japan, Korea, Samoa, the Indian Subcontinent and in the Middle East.

☐ Filipino. All persons having origins in the peoples of the Philippine Islands.

☐ American Indian or Alaskan Native. All persons having origins in any of the original Peoples of North America.

SIGNATURE _____ POSITION APPLIED FOR _____

DATE: _____